



www.dmh.ca.gov

CONTINUOUS EXAMINATION

OPEN SPOT FOR COALINGA STATE HOSPITAL AND METROPOLITAN STATE HOSPITAL

FOOD SERVICE TECHNICIAN I FOOD SERVICE TECHNICIAN II

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Coalinga State Hospital and Metropolitan State Hospital. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

If you meet the entrance requirements for Food Service Technician I and Food Service Technician II you may file for both examinations on one application.

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
PO BOX 5002
COALINGA, CA 93210
(559) 935-4305 / TDD (559) 863-1743**

**METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562) 651-3121 / TDD (562) 863-1743**

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs within the last 12 months, you are not eligible to compete in this examination.

FINAL FILE DATE

CONTINUOUS TESTING – NO APPLICATION DEADLINE. Testing is considered continuous as examining dates may be set at anytime.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

FOOD SERVICE TECHNICIAN I
FOOD SERVICE TECHNICIAN II

DK60/2194
DK50/2193

FINAL FILLING DATE: CONTINUOUS

FOOD SERVICE TECHNICIAN I
FOOD SERVICE TECHNICIAN II

FINAL FILLING DATE: CONTINUOUS

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

**IDENTIFICATION
REQUIRED**

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

SALARY RANGE

FOOD SERVICE TECHNICIAN I - \$2065 - \$2507
FOOD SERVICE TECHNICIAN II - \$2215 - \$2693

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

FOOD SERVICE TECHNICIAN I

Experience: Six months of experience in an institution, hotel, or restaurant, either serving, cleaning food service areas, or assisting with the preparation and service of foods and beverages. (Completion of the eighth grade may be substituted for the required experience.)

FOOD SERVICE TECHNICIAN II

EITHER I

One year of experience performing the duties of a Food Service Technician I in the California state service.

OR II

Two years of experience in the distribution and service of foods in large quantity. This experience must have included the cleaning and maintaining of equipment and work areas.

DEFINITION OF TERMS

"performing the duties of . . ." means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

**SPECIAL PERSONAL
CHARACTERISTICS**

Willingness to work with the resident population of a State institution; personal cleanliness; good sense of smell and taste; and freedom from communicable disease.

POSITION DESCRIPTION

FOOD SERVICE TECHNICIAN I: Under supervision in a State institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with helpers from the resident population; may instruct, lead or supervise resident workers; and do other related work.

FOOD SERVICE TECHNICIAN II: Under direction, in a State institution, to lead, instruct and work with employees and helpers from the resident population engaged in serving meals and cleaning and maintaining work areas, equipment, and utensils; to be in charge of a dining room, central pot-washing room or vegetable room, or clean-up operations in a bake shop or other comparable assignments; may instruct, lead or supervise resident workers; and do other related work.

FOOD SERVICE TECHNICIAN I
FOOD SERVICE TECHNICIAN II

DK60/2194
DK50/2193

FINAL FILLING DATE: CONTINUOUS

FOOD SERVICE TECHNICIAN I
FOOD SERVICE TECHNICIAN II

FINAL FILLING DATE: CONTINUOUS

POSITION LOCATION(S)

Positions exist at Coaling State Hospital and Metropolitan State Hospital.

**EXAMINATION
INFORMATION**

This examination will consist of a WRITTEN EXAM weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the written exam will be disqualified.***

EXAMINATION SCOPE

WRITTEN EXAM – WEIGHTED 100%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

FOOD SERVICE TECHNICIAN I

Knowledge of:

1. The proper methods of cleaning work areas and basic food service equipment for use in a State hospital.
2. Basic methods of preparing foods for cooking and storing in a State hospital.
3. Proper methods of arranging dining room furniture and setting tables in a State hospital.
4. Pantry work as it relates to storing inventory and supplies in a State hospital.
5. Basic arithmetic operations, i.e. addition, subtraction, multiplication and division to perform food service duties in a State hospital.

Ability to:

1. Follow directions and keep simple records of food service in a State hospital.
2. Read and write English at a level to maintain effective relationships with staff and clients in a State hospital.
3. Think logically and use good judgment in everyday activities related to performing food service tasks in a State hospital.

FOOD SERVICE TECHNICIAN II

Knowledge of:

1. Arrangement and operation of dining rooms and food service counters.
2. Various types of dining room and service utensils and equipment and their use.
3. Methods for cleaning and maintaining food service areas, utensils, and equipment.
4. Dining room sanitation and safety measures.
5. Methods of cleaning and preparing foods for cooking and storing.
6. The operation and maintenance of various types of food service machinery used in pot washing, bake shop and vegetable preparation.

Ability to:

1. Read and write English at a level to understand policies and procedures and to maintain effective communication with staff, patients and the public.
2. Supervise and give on-the-job instructions to helpers.
3. Keep records and prepare reports.
4. Apply and model appropriate effective interpersonal skills when interacting with patients, staff, and the public.

**ELIGIBLE LIST
INFORMATION**

Two separate departmental open eligible lists will be established for the Food Service Technician I and Food Service Technician II classifications for the Department of Mental Health. The eligible lists will be used to fill vacancies at COALINGA STATE HOSPITAL AND METROPOLITAN STATE HOSPITAL only. The lists will be in effect for a minimum of 12 months. They will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.

VETERANS PREFERENCE

Veterans preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922